



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary

Pre-Proposal Conference Summary

The following is a summary of items discussed at the Pre-Proposal Conference held on Friday, March 22, 2018.

This summary is intended to be a general record of the meeting and *does not* constitute an amendment to the Request for Proposals (RFP).

- **Introduction:** The meeting opened at 10:05 a.m. Amanda Sadler from the Maryland Department of Housing and Community Development (DHCD) presided. Twenty nine (29) representatives from twenty (20) unique vendors attended.

- **Overview:** Mrs. Sadler went over key information of the solicitation:

Solicitation Number: S00R8400010
Title: State Weatherization Contractor Services
Due Date: April 17, 2018 at 2:00 p.m.
MBE Goal: 20% - Functional Area I
15% - Functional Area II
VSBE Goal: 0% - Functional Area I & II

- **Page 25, Section 4.17 - Mandatory Contractual Terms:** Mrs. Sadler called attention to this section of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a proposal being rejected.
- **Page 7, Section 1 - Minimum Qualifications:** Mrs. Sadler explained that a factor that can automatically render a bid not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.
- **Pages 8, Section 2 – Scope of Work:** Mrs. Sadler introduced the Contract Monitor, Nicola Tran to speak in regards to the Scope of Work.
- **Vendor Questions and Comments:** Questions may be submitted up to close of business on Monday, April 2, 2018.
- **Current Contract:**

S00R5400010 - State Weatherization Contractor Services – Awarded to 10 Vendors.
Contract Start Date: 11/18/2015 - Contract End Date: 06/30/2018
Total Contract Amount: \$49,206,824





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C.A.R.E Property Services, Inc.
Complete Home Solutions, LLC
Ecomize USA, LLC
Efficient Home, LLC
Elysian Energy, LLC
Equity Development & Growth Enterprises, Corp. d/b/a Edge Energy
Standard Energy Solutions, LLC
Total Home Performance, LLC
W & W Inspections, Inc d/b/a Home Energy Team of Western Maryland

Anticipated New Contract Start Date: August 1, 2018.

- **Minority Business Enterprise (MBE) / Veteran-Owned Small Business Enterprise (VSBE) Goals:** For any questions or concerns in relation to MBE and/or VSBE Goals and/or forms, please contact:

Jacquetta Hagler
Phone: 301.429.7442
Email: jacquetta.hagler@maryland.gov

Administration of the MBE Program lies with the Governor's Office of Small, Minority & Women Business Affairs (GOSBA). GOSBA is also the primary advocate for certified MBEs and the small, minority-and women-owned business community at large. Please see below link:

<http://goma.maryland.gov/Pages/mbe-Program.aspx>

Please read instructions carefully and completely before completing Minority Business Enterprise Forms. If the offeror fails to accurately complete and submit with proposal the Procurement Officer shall deem as non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award.

Only MBEs certified by Maryland Department of Transportation (MDOT) may be counted for purposes of achieving the MBE participation goal(s). Please refer to the MDOT MBE Directory at <https://mbe.mdot.maryland.gov/directory/>

New 60% Rule: Effective October 1, 2017. 60% of the costs of materials and supplies provided by a certified MBE may be counted toward the MBE participation goal(s).





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In the section that indicates “Percentage of total Contract Value to be performed with own forces and counted towards the MBE overall participation goal _____%”. You will indicate total percentage; however a supplier will only receive 60% of total percentage.

Example: If you indicated 20% ($20\% \times .6 = 12\%$). You will then need to add another 8% to achieve the overall participation goal. Please note, when checking your percentages, you will exceed 20% to incorporate the 60% rule, as you would need to be at 28% per this example.

Supplier is the only category which the 60% rule applies; all other categories are 100%, except for Broker which is the amount of fees and/or commission charged for assistance in procuring materials and/or supplies.

A MBE that is certified in more than one subgroup category may only be counted toward goal fulfillment of ONE of those categories with regard to a particular contract.

Example: A woman-owned Hispanic American (dually certified) firm may be used to fulfill the women-owned OR Hispanic American subgoal, but not both on the same contract.

Please refer to the MDOT MBE Directory to determine if a firm is certified with the appropriate North American Industry Classification System (NAICS) Code and the product/services description.

2 sets of forms are required to be submitted for this proposal, 1 for each functional area.

- **Adjournment:** The meeting closed at 11:10 a.m. All vendor attendees signed in. Vendors were invited to stay and meet other vendors as well as MBE's.

